Business Software Tools
18.02.2022.

Points:

Learning Outcome	LO1	LO2	LO3	LO4
Points	5	8	35	46
Time in minutes	15	30	90	115

All files created during the exam (except the files from Learning Outcome 1) should be saved in the folder **firstname_lastname_studygroup** and this folder should be compressed and submitted via https://results.vua.cloud.

Anything that will not be properly named and saved will not be reviewed or scored.

Documents should be created in Office while you are logged in with your account from the domain @racunarstvo.hr. Documents that will not be created and saved in this way will not be reviewed or scored.

Learning Outcome 1 (5 points, 15 minutes)

- *All solutions must be sent by email*
- *Login to Outlook using the credentials of your @racunarstvo.hr account*

[l1_D, 1 point] Change the MS Outlook settings so that all new email messages are created in HTML format, using size 10pt Segoe UI font. Capture the image of the configured state and save it as **SegoeUI.jpg**.

[l1_D, 1 point] Create a rule that will automatically move all emails coming from **zagreb101@n.algebra.hr**, which are not marked with high importance and where your email address is in the *To* field, to the **Hundred** folder. Capture the image of the configured state and save it as **rule.jpg**.

[l1_M, 1,5 points] Create an email that you will send to **zagreb22@n.algebra.hr,** with **zagreb23@n.algebra.hr** as a hidden recipient. Attach the **SegoeUI.jpg** and **rule.jpg** files created in assignments 1 and 2 to the message**.** Highlight the message with high importance and send it.

[l1_M, 1,5 points] Create the *Board Meeting*, that will take place on every third Friday in the month (starting with the first possible one) until the end of November this year, from 9:00 until 12:00 hours in the *Meeting room*. Invite **zagreb22@n.algebra.hr** and **zagreb23@n.algebra.hr** to the meeting.

Learning Outcome 2 (8 points, 30 minutes)

- *PRESENTATION TOPIC:*
    - *Choose a famous person whose first name starts with the same letter as your last name and make a presentation about them, in order to present it to your study colleagues.*
    - *Find all the necessary information on the Internet.*
- *Save the presentation as **lo2_firstname_lastname_group.pptx***

Assignment 1 (8 points): In PowerPoint, create a presentation on the given topic that will, content-wise, linguistically, and methodically, be adapted to the age for which it is intended. Design a PowerPoint presentation following the established rules for creating beautiful presentations and the following requirements:

- The presentation should have at least 8 slides including the first (title) and last (final) slide.
- The title slide should contain the name of the topic you are working on through the presentation and the age group for which the presentation is adapted.
- The presentation should have a unique theme, which you will design yourself to suit the content of the presentation.
- The presentation should contain:
    - images related to the topic of the presentation, downloaded from the Internet, or taken as screenshots from the computer you are working on.
    - a chart filled with actual data related to the topic you are working on.
- All slides, except the first and last, should have the topic name, the date that will not update automatically and the slide number in the footer.
- The presentation must have at least one content animation and at least one slide transition.

Scoring:

	Formatting	Points
1	Presentation content	1
2	Adaptation to the audience	1
3	Adherence to the basic rules for creating presentations	1
4	Theme that corresponds to the given topic in all respects (colours, fonts, style)	1
5	All objects inserted (pictures, chart)	2
6	Footer inserted	1
7	Animations and transitions in the presentation	1
	TOTAL:	**8 POINTS**

Banded rows are scored as minimum learning outcomes.

IMPORTANT:

1. Each empty slide or slide containing content that is not related to the given topic will not count in the total number of slides, and if there are not at least 8 slides in the presentation, the presentation will not be scored.
2. **Presentation that are not on the given topic will not be scored.**

Learning Outcome 3 (35 points, 90 minutes)

Assignment 1 (35 points): Find enough text on the Internet about a famous person whose first name starts with the same letter as your last name and copy it into Word. Name the created document **firstname_lastname_lo3.docx** and format it so that it looks the same as the template found on the Exam.net.

Find arbitrary images related to the selected topic on the Internet, insert them in the identical place in your document where they are in the template and format them in the same way as they are formatted in the template.

Save your work regularly.

Information needed:

- Following styles are used in the document:

For document text:

*EN: Stil **Normal**: Font: (Default) Calibri, 10,5 pt, Justified, Line spacing: Multiple 1,25, Space After: 8 pt.*

For main titles:

*EN: Stil **Heading 1**: (Default) Calibri Light, 20 pt, Centered, Line spacing: single, Space Before: 16 pt, After: 4 pt, Border: Top: (Single solid line, 2,25 pt pt Line width), Level: 1*

For subtitles:

*EN: Stil **Heading 2**: Font: (Default) Calibri Light, 16 pt, Centered, Line spacing: single, Space Before: 8 pt, After: 2 pt, Level: 2*

Scoring:

	Formatting	Points
1	Text inserted into the document	1
2	Original formatting of the text removed	1
3	Text on 2nd page of the document formatted	2
4	Paragraph bullets created	1
5	Pictures inserted	2
6	Pictures positioned	1
7	Pictures formatted	1
8	Shapes inserted and formatted	2
9	TextBox inserted	1
10	TextBox positioned and text entered in the TextBox	1
11	Drop cap inserted	1
12	SmartArt inserted	1
13	SmartArt formatted	1
14	Page border inserted	1
15	Page orientation changed	2
16	First page of the document formatted	1
17	Style Normal modified	2
18	Style Heading 1 modified	2
19	Style Heading 2 modified	2
20	Headers formatted	1
21	Footers formatted	1
22	Footnote inserted	1

23	Columns created and formatted	1
24	Captions inserted	1
25	Table of figures inserted	1
26	Table of contents inserted	1
27	Tabs set and used on 5th page of the document	2
	TOTAL:	**35 POINTS**

Banded rows are scored as minimum learning outcomes.

Important! For every excessive special character (space, line break, paragraph break etc.) one point is deducted from total score.

Learning Outcome 4 (46 points, 115 minutes)

Download the file **Excel18_1.xlsx** from Infoeduka, save it as **FirstnameLastname.xlsx** and do the following assignments.

Assignment:		Pts
1	Enter the required data on the **Data** worksheet.	
2	On the **Sales 1** worksheet, create a custom column chart that will display the data from the table on the **Sales 1** worksheet. Position the chart so that it does not overlap the table.	1
3	Format the chart so that it only shows data for Excel and Access, and the chart does not show *Number Sold*.	2
4	Format the chart by adding the title *Office*, place the legend below the chart, add data labels above the columns, and change the *Total Amount* column colour to yellow.	2
5	Create a new worksheet and name it **Sales 4**. Change the colour of the **Sales 4** worksheet tab to yellow.	1
6	In the **Sales 4** worksheet, consolidate data from the **Sales 1** to **Sales 3** worksheets by displaying <u>an average</u> of the corresponding data.	2
7	On the **Sales 4** worksheet, format the resulting table so that its formatting is identical to the formatting of the table on the **Sales 1** worksheet.	1
8	The **Coefficients** worksheet contains formulas that calculate currency conversion coefficients. Copy <u>the values</u> from cell range **A1:A42** on the **Coefficients** worksheet to the cell range **C2:C43** on the **Exchange** worksheet.	1
9	In the **Dollars** worksheet, create a drop-down list of currency names in cell **B6**, based on the data in the **Exchange** worksheet.	2
10	In the **Dollars** worksheet, enter the formula in cell **B8** that will convert the amount entered in cell **B4**, based on the currency selected in cell **B6**, to the corresponding amount in US Dollars. The required conversion data can be found on the **Exchange** worksheet	3
11	Format the cell **B8** so that the data in that cell is bold, size 36, and centred horizontally and vertically in the cell.	1
12	Merge cells **A1:A9** into one cell. Rotate the text in the cell up and centre it horizontally and vertically over that area. Add a yellow cell fill to that area.	3
13	Filter the data in the **Exchange** worksheet so that only conversion coefficients greater than 1 are displayed.	1
14	Create a list of tennis players in column **A** of the **Tennis** worksheet, starting in cell **A3**. Use the data from worksheets **1** and **2** to create a list. The same tennis player may and must only appear in that list once.	2

15	In cell **B3**, enter the formula that will calculate the total number of points earned in both tournaments for the player whose name is written in cell **A3**. Ensure that the entered formula can be copied and copy it to the end of the table. <u>Do not use a consolidation tool!</u>	2
16	In cell **C3**, enter the formula that will calculate how old will the player whose name is written in cell **A3** be in 2027. Year of birth can be found in the player's ID (on worksheets **1** and **2**), where the 2nd and 3rd digits represent the year of birth (e.g., code 97812, among other things, means that the player was born in '78, or 1978). Ensure that the entered formula can be copied and copy it to the end of the table.	4
17	On the **Loans** worksheet, format the range of cells **C2:C27** so that data is displayed in Croatian kuna.	1
18	Format the cell range **E2:E27** so that the date is displayed in the following format: Mon, 03.01.2022.	1
19	In cell **F2**, enter the formula that will create the loan code by taking the loan ID, the first letter of the loan type and the office number, and separate each element of the code from the previous and next by a dash (-). E.g., the formula in cell **F2** must give a result of **240-f-1**. Ensure that the entered formula can be copied and copy it to the end of the table.	2
20	In cell **G2**, enter the formula that will show the amount of the instalment if the payment deadline has passed on this day. The payment deadline is 34 days from the payment date entered in column **E**. If the payment deadline has not passed, let the cell **G2** stay empty. Ensure that the entered formula can be copied and copy it to the end of the table.	3
21	In cell **I4**, enter the formula that will calculate the average amount of all instalments.	1
22	In cell **I7**, enter the formula that will calculate the total amount of all instalments.	1
23	In cell **I10**, enter the formula that will return the overall minimum instalment amount.	1
24	In cell **I13**, enter the formula that will calculate the total amount of all commodity loan instalments at Office 5.	1
25	In cell **I16**, enter the formula that will round the number entered in cell **C13** to nearest 1000.	1
26	In cell **I19**, enter the formula that will return the data entered in cell **D13** with the first letter of the word written in capital letters.	1
27	Format the cell with the lowest instalment amount with the red cell fill. Ensure that, as the data changes, so does the formatted cell.	2
28	Ensure that the **Loans** worksheet can be printed on only one page, and that the contents of the worksheet are centred in the middle of the page, both horizontally and vertically.	2
29	Print the contents of the Loans worksheet into a PDF file named **FirstnameLastnameLoans.pdf**.	1